

GENERAL SERVICES PRINT SHOP

Quick Copy / Offset Printing / Bindery / Typesetting

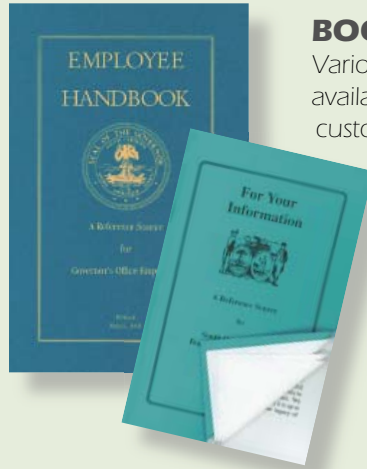
ENVELOPES

#10 White
#10 Window
#9 White
#9 Window
#9 Special Check
#6 3/4
Call for other available sizes.



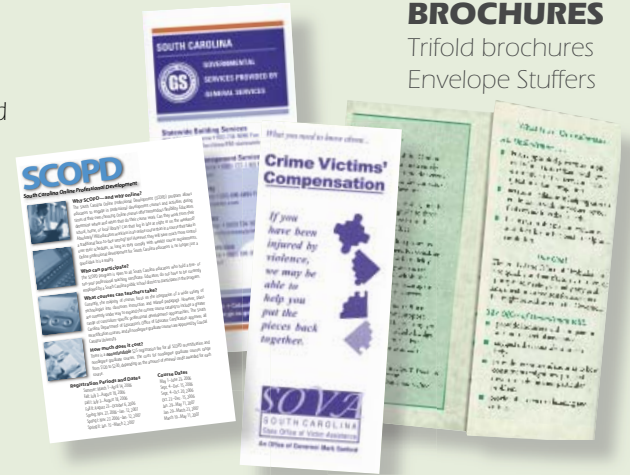
BOOKLETS

Various sizes are available. Booklets are custom cut, folded and bound.



BROCHURES

Trifold brochures
Envelope Stuffers



CERTIFICATES

We stock Retirement and Years of Service certificates



B&W/COLOR COPYING

We offer high speed black & white copying from our Xerox 6115. Full color is available from our Xerox 3535. Turn around time is normally less than 24 hours.



LETTERHEAD

We use offset presses to print your department letterheads. We can print any volume to meet your stationery needs.



STATIONERY SETS

Matching Letterhead
Business Card
Note Pad and Envelopes



NEWSLETTERS

8.5 x 11: (2 Page)
11 x 17: (4, 8, 12 or 16 page)



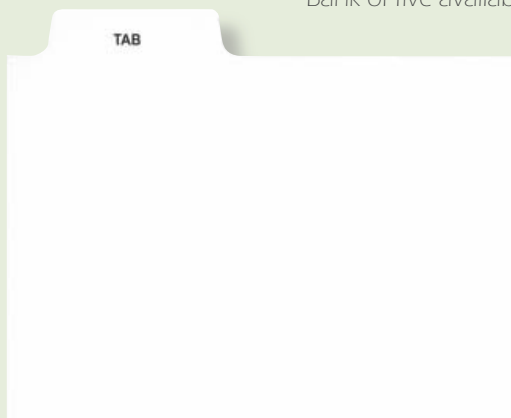
BUSINESS CARDS

Gold foil
Flat or raised printing available



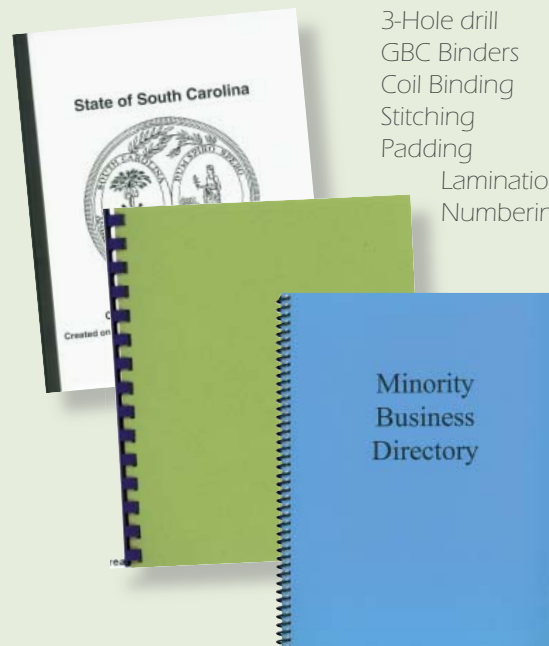
TABS

Bank of five available



BINDING

3-Hole drill
GBC Binders
Coil Binding
Stitching
Padding
Lamination
Numbering



CARBONLESS FORMS

8.5 x 11 or 8.5 x 14
2, 3, 4, 5 or 6 part forms are available

